



Single-Family Plan Requirements

NON-ESLO and NON-Foothill Overlay (FO) Zoning

Planning Plan Review

Site Plan Requirements

Site Data

1. ☐ Legal description, address, APN, QS, subdivision and lot number. If city has not assigned an address to the site, contact Records at (480) 312-2356.
2. ☐ Provide zoning on the site plan.
3. ☐ If the parcel is zoned R-4 HD, R-4R HD, R-5 HD, provide the case number for architectural elevation approval (DR or SA number).
4. ☐ Net lot area
5. ☐ Name, address and phone # of architect, engineer and owner on plan.

Plan Requirements

6. ☐ Vicinity map
7. ☐ North arrow on each site plan sheet
8. ☐ Written and graphic scale
9. ☐ Comply with the development standards of the Zoning District and/or Section VII of the Zoning District as indicated on the City reviewed marked up site plan.
10. ☐ Provide all wall/fence and retaining wall heights, both existing and proposed by elevation or footage. Heights shall include: Top of Wall / Top of Fence, Top of Footing, and Top of Retaining Wall (when applicable, e.g. cuts and fills).
11. ☐ Provide top of curb (if no curb, top of provide edge of road/pavement).
12. ☐ Lowest finished floor elevation called out on plan using the 88 Datum. For remodels, the City of Scottsdale may have this information available at the Planning and Development Services Records Division located at 7447 E. Indian School Road, Suite 100; or by contacting division at 480-312-2356.
13. ☐ Dimension:
 - a. ☐ Property dimensions.
 - b. ☐ the Zoning District's required setback
 - c. ☐ the actual location of all proposed structures, including walls, on lot from the property lines.
 - d. ☐ the distance between building(s)/structure(s);
 - e. ☐ between structures on adjacent lots (when required by the Zoning District).
 - f. ☐ right-of-way, or private street tract from the centerline to the property line.
 - g. ☐ and identify existing and new easements, right-of-way, and improvements.
 - h. ☐ the additional dimensions indicated on the City reviewed marked up site plan

Plan Notes

14. ☐ Pools require separate approval and permit.
15. ☐ Pools shall not be emptied or backwashed into washes, streets, on to an adjacent lot, or tract of land.
16. ☐ All mechanical equipment (air conditioner, pool equip. etc.) shall be screened a minimum of 1' above the highest portion of the equipment from all sides and shall be compatible with the adjacent building. Show location of equipment on site plan.
17. ☐ Guesthouse shall never be offered for rent. Guest homes on lots under 35,000 sq. ft. may not provide cooking facilities.
18. ☐ A guesthouse or accessory structure shall not exceed a gross footprint size greater than 50% of the foot print size of the principal building.
19. ☐ Temporary/Security Fencing that is required or is optionally provided shall be in accordance with the Zoning Ordinance and the Design Standards and Policies Manual.

Native Plant Requirements

20. ☐ Comply with the Scottsdale Native Plant Ordinance (Chapter 46, Article V, of the City of Scottsdale's Revised City Code, and Section 7.500 of the Zoning Ordinance.)
21. ☐ Native plant inventory assessment: show locations of all protected species on a 24" x 36" Native Plant Plan or on the Grading/Drainage Site Plan. (Separate 8 1/2" x 11" native plant inventory assessments will not be accepted.)
22. ☐ Identify the name of the salvage contractor. A city of Scottsdale approved salvage contractor shall perform the native plant inventory assessment; the listing of approved salvage contractor is online at www.scottsdaleaz.gov/codes/NativePlant.

Required Dedication Documents

23. ☐ Provide the originally signed City of Scottsdale Policy on Appeals of Dedications, Exactions, or Zoning Regulations form. This form is to be signed by the property owner.

Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088



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- 24. ☐ Provide a Commitment for Title Insurance that includes a complete Schedule A and B. The City's requirement for an acceptable Commitment for Title Insurance may be obtained from the City's website at:
<http://www.scottsdaleaz.gov/bldgresources/PlanReview/title.asp>.
- 25. ☐ Provide the original Multi-Use Trial Easement dedication form to be signed and notarized by owner(s). (Forms that contain fax information will not be accepted)
- 26. ☐ Provide the original 8-½" x 11" legal description and exhibit for Multi-Use Trial Easement, sealed by a registered professional. (Forms that contain fax information will not be accepted)
- 27. ☐ Provide the original Right-of-way dedication form to be signed and notarized by owner(s). (Forms that contain fax information will not be accepted)
- 28. ☐ Provide the original 8-½" x 11" legal description and exhibit for Right-of-way, sealed by a registered professional. (Forms that contain fax information will not be accepted)
- 29. ☐ Provide the original Non-vehicular Access Easement dedication form to be signed and notarized by owner(s). (Forms that contain fax information will not be accepted)
- 30. ☐ Provide the original 8-½" x 11" legal description and exhibit for Non-vehicular Access Easement, sealed by a registered professional. (Forms that contain fax information will not be accepted)
- 31. ☐ Provide the original, notarized confirmation of easement signed by all beneficiaries listed in Title Insurance Policy's/ Title Report's Schedule B, if there are any liens or loans on the property. (Forms that contain fax information will not be accepted)
- 32. ☐ Provide the original, notarized confirmation of right-of-way signed by all beneficiaries listed in Title Insurance Policy's/ Title Report's Schedule B, if there are any liens or loans on the property. (Forms that contain fax information will not be accepted)

Architectural Elevation Plan Requirements:

- 33. ☐ Call out all heights above the Lowest Finished Floor₈₈ (LFF₈₈ or LF₈₈) and/or elevations of roof parapet, top of the roof tile ridge, and chimneys.

Exterior Lighting Review

- 34. ☐ Provide 3 copies of the exterior lighting manufacture cut sheets on a 24" x 36" minimum paper size. Each exterior light cut sheet provided shall be legible. The cut sheet or plans shall clearly identify the light fixture manufacture number utilized, wattage, style. (State law prohibits Mercury Vapor lighting.)
- 35. ☐ Provide the electrical floor plan and/or site plan and indicate the location all exterior light fixtures.
- 36. ☐ Exterior lighting shall comply with Article VII Section 7.600 and associated subsections.

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